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4 January 1962

MEMORANDUM FOR: SSA/DDS

SUBJECT: CS Records Inventory Report and
Recommendations, 1961

1. The attached report on Clandestine Services headquarters records was prepared by the DDP/RMO from data submitted in mid-1961 by the various components of the CS. I think you will find both the data and the commentary interesting as it is the first time that such a comprehensive presentation of the CS records situation has been made.

2. You will find that your own official interests are touched upon at various points, and specifically covered by Recommendations #4 and #8. I would appreciate your comments on these particular recommendations as they affect your functions and responsibilities and, in the event you find them to be practical, some indication as to the timing and the problems you would anticipate in carrying them out.



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Chief, Operational Services

Attachment:
1961 CS Records Inventory Report

25 YEAR RE-REVIEW

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ASSA-DD/S
Room 2127
I Building

13 Mar 1962

Chief, OPSER 2004, L

REFS: (1) Memo dtd 4 Jan 62 for
SSA-DD/S fr C/OPSER,
subj: CS Records
Inventory Report and
Recommendations, 1961

(2) Memo dtd 5 Feb 62 for
SSA-DD/S fr DD/P RMO,
subj: Admin. Portion
of CS Records Problems

Attached for your information
is a memorandum to the DD/S, dated
9 March 1962, recommending guide-
lines for the establishment of a
uniform records system for adminis-
trative paper holdings in the CS.

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The system suggested was dis-
cussed with Mr. [redacted] The
attached memorandum represents the
initial step taken to implement the
suggestions contained in your
memorandum of 4 January 1962 and
Mr. [redacted] memorandum of
5 February 1962.

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/s/

ASSA-DD/S:FPB/ms (12 Mar 62)

Distribution:

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1 - ASSA-DD/S Subj

[redacted]
Assistant SSA-DD/S

Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment